



U.S. CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD

RECRUITING BULLETIN

CHEMICAL SAFETY RECOMMENDATIONS SPECIALIST

GS-0301-13/14

FULL PERFORMANCE LEVEL: GS-14

TYPE OF APPOINTMENT: PERMANENT

Organization:	U.S. CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD (CSB)	Announcement No.: 01-CSHB-004P
Duty Station:	Washington, DC	Number of Vacancies: 1
Tour of Duty:	Flexitime	Opening Date: 06-01-01
Bargaining Unit:	NO	Closing Date: Open continuously
Salary:	GS-13: \$63,211 - \$82,180 GS-14: \$74,697 - \$97,108	For more information call: JENNIFER HOUSE, (304) 480-7342 FESBINQUIRIES@BPD.TREAS.GOV

WHO MAY APPLY

Any U.S. Citizen. All applicants selected under this announcement will be required to serve a one-year probationary period. Current Federal employees in competitive positions, former Federal employees who have reinstatement eligibility, and individuals who are eligible to apply under special appointing authorities may wish to apply for this same vacancy under **Merit Promotion Vacancy Announcement 01-CSHB-004M**. Please refer to that vacancy announcement for details on eligibility and how to apply.

Applicants will only be considered for 90 days from the date of receipt of their application. If applicants wish to be considered after this period they will need to reapply.

PLEASE NOTE

Relocation expenses be paid.

Successful completion of a personnel security background investigation is required for selectee.

DUTIES (General)

The incumbent serves as a recognized expert in industrial chemical safety responsible for leading and managing the development of the Board's safety recommendations, follow-up actions, and providing safety recommendations advocacy activities. Duties include but are not limited to the following. Leads planning meetings related to the development of safety recommendations based on the investigation's facts, conditions, circumstances, root and contributing cause(s), and conclusions as identified in the investigation's factual and analytical reports. Assures all pertinent safety issues are identified and addressed. Reviews investigators incident report drafts for appropriateness and sufficiency of recommendations with special emphasis on previously issued safety recommendations. Identifies problems in areas such as specificity of recommendations, responsibility for implementation of improvements, or measurability and provides guidance on improving the recommendations. Assesses the feasibility and technical validity of proposed safety recommendations, ensuring they are consistent with the Board's position and objectives and assures they are appropriately drafted. Researches past safety recommendations and researches current regulatory, standard development activity or past industry actions. Determines recipients (i.e., federal regulatory agencies, industry, labor unions, manufacturers, operators, national and professional organizations, associations, standards developers, etc.) and proposes recommendations to these recipients to facilitate safety improvements. Conducts safety

recommendation advocacy activities, representing the Board at meetings of national and international public and private organizations. Maintains liaison, provides advice and information, and disseminates the Boards' policies and positions concerning industrial chemical safety and safety recommendations with other federal regulatory agencies (i.e., OSHA, EPA), industry, labor, manufacturers, national and professional organizations, associations, the public, etc.) that have a role in the development, implementation and/or enforcement of industrial chemical safety regulations, standards, laws, policies, and practices. Initiates, maintains and exchanges information through meetings, conferences, seminars, letters, reports, studies, briefings, and other similar methods. Develops and makes speeches and/or formal presentations to national level and local industrial chemical safety groups on safety recommendations advocated by the Board. Reviews the action taken by recommendations' recipients to determine if their actions fulfill the intent of the safety recommendations. Analyzes the responses and proposed schedules for regulatory actions from recipient regulatory agencies when appropriate. Proposes further Board action, where necessary. Follows-up on the regulatory agencies' adoption of recommendations, assessing the adequacy of Board implementation strategies and the impact of regulations on safety. Develops follow-up documentation of the status of safety recommendations. Drafts replies to action agency responses giving the status of each recommendation and discussing specifically what would be needed to satisfy the intent of the recommendation. Provides in-depth and clear evaluations of recommendation responses that discuss history of the recommendation and detail the rationale with a discussion of the logic for the proposed status assignment. Develops and writes applicable protocols, guidance, applicable portions of the Board's Orders, portions of Board Members' speeches, and/or Board Responses to Notices of Proposed Rulemakings, and replies to safety inquiries from Congress, other federal agencies, state and local agencies, industry, and the general public. Reviews, analyzes, assesses and provides comment on Notices of Proposed Rulemakings, interacting extensively with other federal regulatory agencies. Provides input and updates concerning the safety recommendations for the Board's annual report to Congress. Responds to Board members' inquiries about recommendations and assists in the preparation of Member's speeches. Manages and designs methods to identify and promote safety recommendations and initiatives which show the greatest potential for safety improvement. Develops and manages systems to monitor the status of Board recommendations to recipients for safety improvement. Tracks statutorily mandated responses by EPA and OSHA to Board recommendations. Monitors and analyzes new developments, trends and developments affecting industrial chemical safety. Keeps current with industry practices and future trends so that the Boards' analyses and recommendations are relevant and appropriate to industry. Researches, reviews, analyzes and studies regulations issued by EPA, OSHA, and other federal agencies.

SELECTIVE FACTOR

Application must indicate possession of the following.

Extensive and comprehensive work experience in both the:

- 1) oil or chemical industry and
- 2) development or management of chemical or oil industry process safety programs.

QUALIFICATION REQUIREMENTS

For the Grade 13 - Specialized Experience: Fifty-two (52) weeks of experience at the GS-12 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position as listed above.

For the Grade 14 - Specialized Experience: Fifty-two (52) weeks of experience at the GS-13 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position as listed above.

RATING

Qualified applicants will be rated on documented experience relating to the following

knowledges, skills, and abilities (KSAs). To be well qualified, a CTAP/ICTAP eligible must receive an average overall rating of at least the second level on a three level crediting plan.

1. Knowledge of chemical industry safety practices, codes, standards, guidelines, and applicable safety regulations and statutes.
2. Ability to analyze and evaluate data and evidence of chemical incidents, identify root causes and develop safety recommendations
3. Skill in writing and preparing safety recommendations, reports and safety studies, official responses to recommendations recipients, and inquiries from Congress, industry, and the general public.
4. Skill in managing and coordinating the development of chemical safety recommendations while simultaneously managing a wide variety of other work assignments.
5. Ability to make formal presentations and speeches, answer questions from the media, and exchange information with a wide variety of individuals and groups.

HOW TO APPLY

All Applicants – required

Submit an application (examples: Optional Application for Federal Employment, OF 612; Application for Federal Employment, SF 171; or résumé). Applicants should clearly indicate all experience (including dates and number of hours spent per week), training, education, and awards relevant to the qualification requirements. Training or self-development activities must reflect course title, classroom hours completed and date(s). **Do not send position descriptions.**

Applicants claiming Veterans Preference

1. Submit Certificate of Release or Discharge from Active Duty, DD 214, OR other proof showing dates of service and type of discharge (i.e., Honorable).
2. 10-point veteran preference, submit Application for 10-Point Veteran Preference, SF 15, along with required documentation listed on the back of the SF 15 form.

All applicants - recommended

1. List each KSA separately and provide for each a description of any relevant knowledge, training, experience, etc. relating to that specific KSA;
2. Your most recent performance appraisal;
3. List of awards received while employed with the Federal Government; AND
4. Indication of U.S. citizenship will be required upon appointment.

District of Columbia Department Of Corrections (DC DOC) Priority Placement eligibles must also submit a copy of your RIF notice, received as a result of the closure of the Lorton Correctional Complex.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Assistance Program (ICTAP) eligibles must also submit the following (all four are required):

1. An SF- 50, Notification of Personnel Action, or other official documentation, which shows that you were declared displaced or surplus while serving as a career or career conditional competitive service employee, in tenure group 1 or 2, OR are a current or former Executive Branch agency employee in the excepted service serving on an appointment without time limit, at grade levels GS- 15 or equivalent and below, and who has been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service;
2. An SF-50, Notification of Personnel Action, or other official documentation which

shows the position you may be or are being separated from has the same or higher promotion potential as that of the vacancy;

3. **CTAP eligibles:** a copy of your Reduction in Force (RIF) separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, Certificate of Expected Separation or other official notice indicating you are in a surplus organization or occupation or eligible for discontinued service retirement.

ICTAP eligibles: a copy of your RIF separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, documentation showing you were separated as a result of a RIF for declining a directed reassignment or transfer of function outside the local commuting area, or a letter from OPM or your agency documenting other priority consideration status as described in 5 CFR 330.708(a)(2); and

4. A copy of a current (or last) performance rating of record of at least fully successful or equivalent (required unless you are an ICTAP eligible due to compensable injury or disability retirement).

WHERE TO APPLY

The CSB has contracted with the Treasury's Bureau of the Public Debt (BPD) to provide personnel services to its organization. BPD's responsibilities include advertising the HUD-OIG vacancies and extending job offers.

Submit applications and other forms to:

Bureau of the Public Debt
Franchise Employment Services Branch
200 Third Street, P.O. Box 1328
Parkersburg, WV 26106-1328.

Complete application packages must be postmarked no later than the closing date.

Electronic applications that include all of the required information listed above and the vacancy announcement number may be submitted to

FESBINQUIRIES@BPD.TREAS.GOV. Applications must be in Microsoft Word format. Size 12 font is recommended. Applications that cannot be read will not receive further consideration.

Applications will not be returned. If the information provided is found to be inadequate or incomplete, candidates will not be solicited for further experience/education background data. Failure to submit any of the required information contained in this announcement will remove applicant from consideration for this position. Applicants will be notified as to the status of their application.

**ALL NECESSARY FORMS ARE AVAILABLE AT THIS ADDRESS.
FORMS MAY BE OBTAINED BY CALLING (304) 480-7374.**

Reasonable accommodations are provided to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the contact person listed on this vacancy announcement.

Hard of hearing or deaf individuals may obtain information via TDD (304) 480-7755.

EQUAL EMPLOYMENT OPPORTUNITY

The CSB is an equal opportunity and reasonable accommodation employer. Except where otherwise provided by law, all candidates will be considered without discrimination for any non-merit reason such as race, color, religion, gender, sexual orientation, age, national origin, political affiliation, marital status, disability, or

membership or non-membership in an employee organization.